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| **Week 1**  **25-29/3/1435هـ** | **Week 2**  **2-6/4/1435هـ** | **Week 3**  **9-13/4/1435هـ** | **Week 4**  **16-20/4/1435هـ** | **Week 5**  **23-27/4/1435هـ** | **Week 6**  **1-5/5/1435هـ** |
| **Introduction to the course & meeting the students** | **Introduction to the course + exploring the Basics of Windows 8 (Managing Your Files)** | **Introduction to Computer Concepts + Introduction to Cloud Computing** | **Exam 1 on Computer Concept and Cloud Computing** | **Introduction to Microsoft Applications + Introduction to Microsoft Word 2013 + Tutorial on How to Use Microsoft Word 2013 effectively (part 1)**  **+ Assignment 1 is due** | **Tutorial on How to Use Microsoft Word 2013 Affectively (part 2)**  **+**  **Assignment 2 is due** |
| **Week 7**  **8-12/5/1435هـ** | **Week 8**  **15-19/5/1435هـ** | **Week 9**  **22-26/5/1435هـ** | **Week 10**  **29/5- 3/6/1435هـ** | **Week 11**  **6-10/6/1435هـ** | **Week 12**  **13-17/6/1435هـ** |
| **Exam 2 on Microsoft Word 2013** | **Introduction to Microsoft Excel 2013 + Tutorial on How to Use Microsoft Excel 2013 effectively (part 1)** | **Holiday ☺** | **Exam 3 on Microsoft Excel** | **Introduction to Microsoft Access 2013 + Tutorial on How to Use Microsoft Access 2013 effectively (part 1)**  **+**  **Assignment 3 is due** | **Tutorial on How to Use Microsoft Access 2013 Affectively (part 2)**  **+**  **Assignment 4 is due** |
| **Week 13**  **20-24/6/1435هـ** | **Week 14**  **27/6-2/7/1435هـ** | **Week 15**  **5-9/7/1435هـ** | **Week 16**  **12-16/7/1435هـ** | **Week 17**  **19-23/7/1435هـ** | **Week 18**  **26-30/7/1435هـ** |
| **Exam 4 on Microsoft Access**  **+**  **Assignment 5 is due** | **Introduction to Microsoft PowerPoint 2013 + Tutorial on How to Use Microsoft PowerPoint 2013 effectively** | **Discussing the Project Performance, give recommendations, choose groups for presentation next week** | **Group Project Presentation + Peer evaluation for each member in a group** | **Revision ☺** | **Final Lab exam** |